Figure 32: Examples of using the Fill tool

> **ⓘ Tip**
>
> You can use the keyboard shortcut *Ctrl+D* as an alternative to selecting **Sheet > Fill Cells > Fill Down** on the Menu bar.

Alternatively, you can use a shortcut to fill cells:

1) Select the cell containing the contents you want to copy or start the series from.

2) Move the cursor over the small selection handle in the bottom right corner of the selected cell. The cursor will change shape.

3) Click and drag in the direction you want the cells to be filled, vertical or horizontal. If the original cell contained text, then the text will automatically be copied. If the original cell contained a number or text from a defined list (see "Defining a fill series" on page 56), a series will be created. To duplicate the number or text instead, hold *Ctrl* while dragging.

> **⚠ Caution**
>
> When you are selecting cells so you can use the Fill tool, make sure that none of the cells contain data, except for the cell data you want to use. When you use the Fill tool, any data contained in selected cells is overwritten.

Using a fill series

When you select a series fill from **Sheet > Fill Cells > Fill Series** on the Menu bar, the Fill Series dialog (Figure 33) opens. Here you can select the type of series you want or create your own list.

- **Direction** – determines the direction of series creation.

  – *Down* – creates a downward series in the selected cell range for the column using the defined increment to the end value.

  – *Right* – creates a series running from left to right within the selected cell range using the defined increment to the end value.

  – *Up* – creates an upward series in the selected cell range of the column using the defined increment to the end value.

  – *Left* – creates a series running from right to left within the selected cell range using the defined increment to the end value.